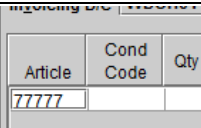
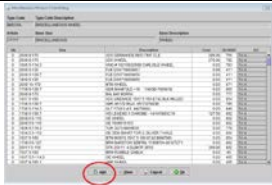
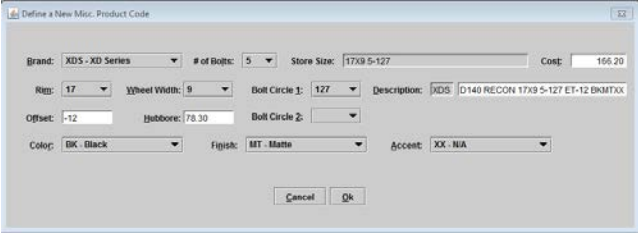
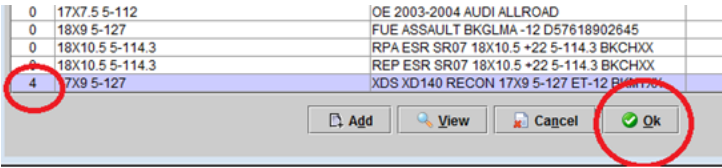
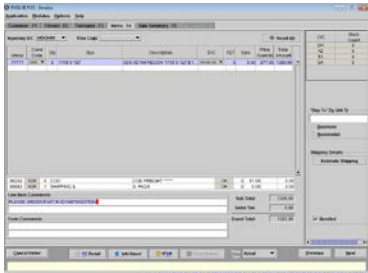


Retail – Creating Miscellaneous Wheels

**Description** To guide sales agents on the proper way to create a miscellaneous wheel order.

**Creating Miscellaneous order** Follow the steps below to properly create a miscellaneous wheel order.

Step	Action	
1	On Item spec screen, enter 77777 in the article field.	
2	A new window will appear, click Add.	
3	Fill in all required fields (Make, Model, Size, Bolt Pattern, Offset, Color, Description)	<div></div> <p><b>Note:</b> Description of the wheel is important to include as this will show on the invoice to the buyer.</p>
4	Enter Quantity and click OK.	
5	Go to the bottom of the page to find your created item.	
6	Enter Quantity again within Item Specs	
7	Click Ok. The specific item will now be added to your item specs.	
8	Paste your part number with Please Order comments on the Line Item Comments	

**Contact** Please see your manager with any questions.